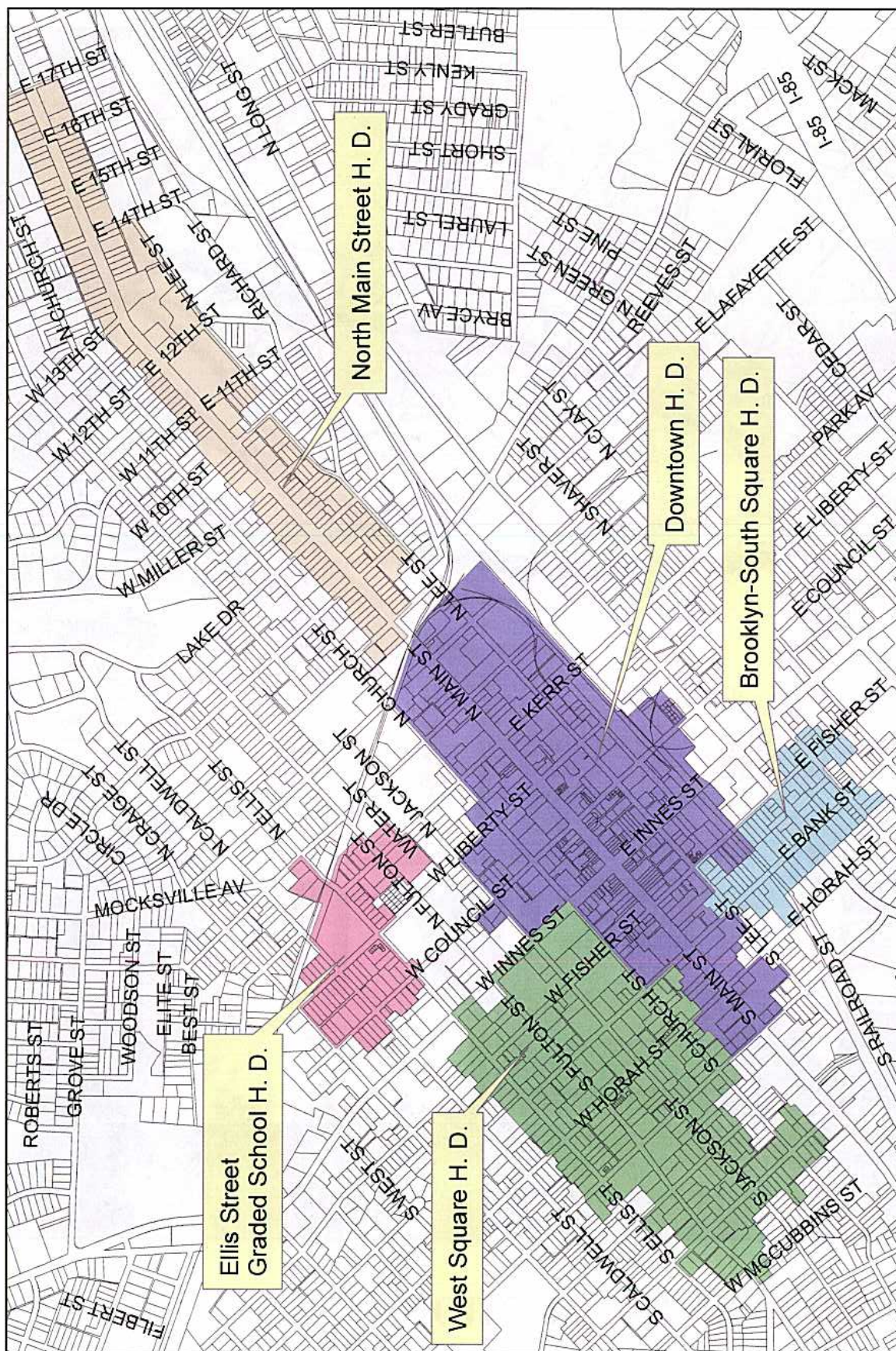


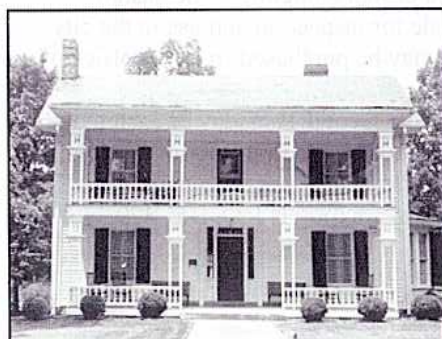


## CHAPTER 1 INTRODUCTION





Federal style:  
Utzman-Chambers House.



Greek Revival style:  
Brown-Coffin House.



Italianate style:  
John Knox House.



Queen Anne style:  
Gaskill-Pierce House.

## History and Description of Historic District

The City of Salisbury has a rich heritage of fine architecture dating from the nineteenth and twentieth centuries. Both domestic and commercial buildings from a variety of stylistic periods contribute to the distinctive character of the city's downtown and adjacent historic neighborhoods. Early nineteenth century residences in the Federal and Greek Revival styles were followed by the Italianate houses of the Reconstruction era in Salisbury's historic neighborhoods. By the turn of the century, homes in the Queen Anne style were quite prevalent, as was the Cottage Ornee. The early twentieth century brought a diversity of architectural influences to the district, including Neo-Classical Revival, Jacobean, Spanish Mission, and Tudor Revival styles. However, the Bungalow became the most popular house form by the 1920s.

Salisbury's wealth of tradition and heritage distinguishes it among comparable cities of this nation. The importance that historic preservation has played in the business, social, and economic advances of the city cannot be overemphasized. The continuing preservation of Salisbury's cultural heritage is a tribute to the collaborative efforts of its public and private sectors, particularly over the past two decades.

On October 15, 1975, the City of Salisbury adopted an ordinance delineating the West Square Historic District and setting forth special zoning and architectural guidelines to help preserve it. A Historic District Commission was created to ensure that all future changes in the West Square Historic District were consistent with the guidelines. One month later the Salisbury Historic District was nationally recognized through placement on the National Register of Historic Places. The National Register district encompassed the historic downtown commercial area as well as the adjoining West Square residential neighborhood.

In 1985 the National Register district was extended, and in 1990 the local district was extended as well. The West Square Historic District now encompasses approximately thirty-one blocks, extending from West Innes Street south to McCubbins Street, and from midblock between South Church and South Main streets west to midblock between South Ellis and South Caldwell streets. Street signs denote the district boundaries.

National Register listing has no effect on what a private citizen may do with his or her property. It affects only what government agencies might do to harm the integrity of publicly owned buildings. However, state enabling legislation allows localities to set up historic districts and designate landmarks, thereby restricting various alterations to and demolition of the structures and the sites within a locally designated area.

The design guidelines published in this book are used by the Historic Preservation Commission (formerly the Historic District Commission) in reviewing the appropriateness of proposed changes in the local historic district. The accompanying narrative and illustrations have been developed to provide detailed information and direction to the property owners and the residents of the local historic district, as well as to interested citizens. The appendixes offer additional technical resources, references, and definitions.



Example of the Cottage Ornée:  
230 West Council Street.



Neo-Classical Revival style:  
A. R. Lazenby House.



Spanish Mission style:  
301 West Fisher Street.



Example of the Bungalow:  
315 West Horah Street.

### Historic Preservation Commission

Soon after the expansion of the local historic district in 1990, the Historic District Commission was renamed the Historic Preservation Commission. Today the commission consists of nine members appointed by City Council. The pertinent zoning code stipulates that a majority of the commissioners must demonstrate expertise in history or architecture through special interest, education, or experience.

The Historic Preservation Commission is responsible for protecting the architectural integrity of the local historic district. To meet that responsibility, the commission reviews all applications from property owners and residents for certificates of appropriateness to make certain kinds of changes within the historic district. Applications are reviewed to determine if the proposed changes are consistent with the commission's criteria and design guidelines. The design guidelines for the historic district are available for inspection and use in the city office during regular office hours, or copies may be purchased from the office of the Zoning Administrator.

The commission normally meets on the second Thursday of each month at 5:15 p.m. in the City Council chambers, located on the first floor of City Hall at 217 South Main Street. The public is invited to attend these meetings. The mailing address of the Historic Preservation Commission is P.O. Box 479, c/o City of Salisbury, Salisbury, NC 28145.

### Certificate of Appropriateness Process

Property owner develops initial idea for project requiring certificate of appropriateness.



Property owner obtains application form from Zoning Administrator.



Applicant completes application form and attaches all supplemental materials.



Applicant files application with Zoning Administrator at least 10 days before commission meeting.



Commission secretary notifies all property owners within 100 ft. of property for which application was filed.



Applicant or representative appears at commission meeting to explain proposed work.



Commission issues certificate based on design guidelines.

or

Commission denies certificate based on design guidelines.\*



Applicant may begin proposed work.



Applicant may revise request and resubmit application.

\*Decisions of commission may be appealed to Zoning Board of Adjustment.

## Certificates of Appropriateness

Within the local historic district, property owners are required to obtain a certificate of appropriateness before beginning any type of exterior construction, alteration, or demolition. The local historic district overlay zoning is in addition to all other laws and codes and does not exempt a property from, or diminish, such requirements. The certificate of appropriateness is a preliminary step in obtaining a building permit if a permit is required for proposed work. A certificate of appropriateness certifies that the proposed changes are consistent with the design guidelines and are appropriate within the historic district context. Neither interior alterations nor most normal maintenance work requires a certificate of appropriateness.

Applications for certificates of appropriateness are processed through the office of the Zoning Administrator in the Development Services Department of the City of Salisbury. The application forms are available from the department, located at 110 North Main Street. Information may also be obtained by calling the Zoning Administrator at 638-5207. A sample application is included in Appendix A. Applications should be submitted at least ten days before a regularly scheduled meeting of the Historic Preservation Commission in order to be mailed out with the agenda.

If an applicant cannot appear in person at the commission meeting, he or she may appoint a duly authorized agent by executing the proper form provided by the office of the Zoning Administrator. A sample copy of that form is also included in Appendix A.

All applications must be complete before the Historic Preservation Commission may consider them. To be complete, an application must include all the facts necessary for a full understanding of the applicant's intentions. The application must provide specific information regarding the work so that the commission can determine if there will be any damage or detrimental change to the historic character of the district. The commission does not consider interior arrangement, nor does it take action except for the purpose of preventing demolition, construction, reconstruction, alterations, restorations, or moving of a building, structure, appurtenant fixtures, or outdoor advertising signs in the historic district, that would be incongruous with the historic aspects of the district.

Applicants doing new construction or significant additions meet with the Design Review Advisory Committee (DRAC) prior to going to the full Commission. The DRAC is a five-person committee made up of design and preservation professionals from the community. They make no decisions or formal recommendations to the Commission, but rather advise the property owner as to the application of the Design Guidelines to the specific project. The DRAC also ensures the applicant has all of the necessary documentation and information needed at the Commission meeting.

Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs. A sample form for indicating proposed locations of exterior paint color is included in Appendix A. If a project, such as a new building, is large enough to require input at several stages, then a committee of the commission may be appointed to work with the owner in developing an acceptable proposal.

Once it is issued, a certificate of appropriateness is valid for six months. It may be renewed.

### Repairs and Minor Works

Certificates of appropriateness are not necessary for repairs using original materials, designs, and colors that do not alter the exterior appearance of the property. However, removal of architectural design features that would alter the appearance of the property and repair or maintenance that would change the original look or character of the property do require a certificate of appropriateness.

Minor works are defined as those exterior changes that do not involve substantial alterations, additions or removals that could impair the integrity of the landmark or property in the historic district.

A certificate of appropriateness application, when determined to involve a minor work, may be reviewed and approved according to review criteria listed below. Items 1 through 17 are reviewed by staff while 18 through 31 are reviewed by the minor works committee. The minor works committee consists of the Historic Preservation Commission chairman and vice-chairman as well as the zoning administrator.

If the committee does not issue a certificate of appropriateness, the applicant will be advised to make a formal application to the Historic Preservation Commission. No application may be denied without formal action by the Historic Preservation Commission.

An application may receive a certificate of appropriateness as a minor work if it falls under one of the following categories:

#### Minor Work Projects Approved by Staff

1. Repainting of a structure in colors identical to those existing on the structure.
2. Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns and balustrades, shutters, or architectural details, with new materials that are identical to the original.
3. Picket fences when:
  - (a) Constructed of wood;
  - (b) Generally similar to a design set forth in the design guidelines as appropriate to the district, and to the style of the house;
  - (c) Substantially open in character;
  - (d) The height on the front, side, rear, or interior location of the lot, shall not exceed forty-two (42) inches in height. The picket fence shall be in a location conforming to the zoning regulations; and
  - (e) Painted or stained white, or in a color to match the house trim or body.

However, the following fences require approval by the full Historic Preservation Commission:

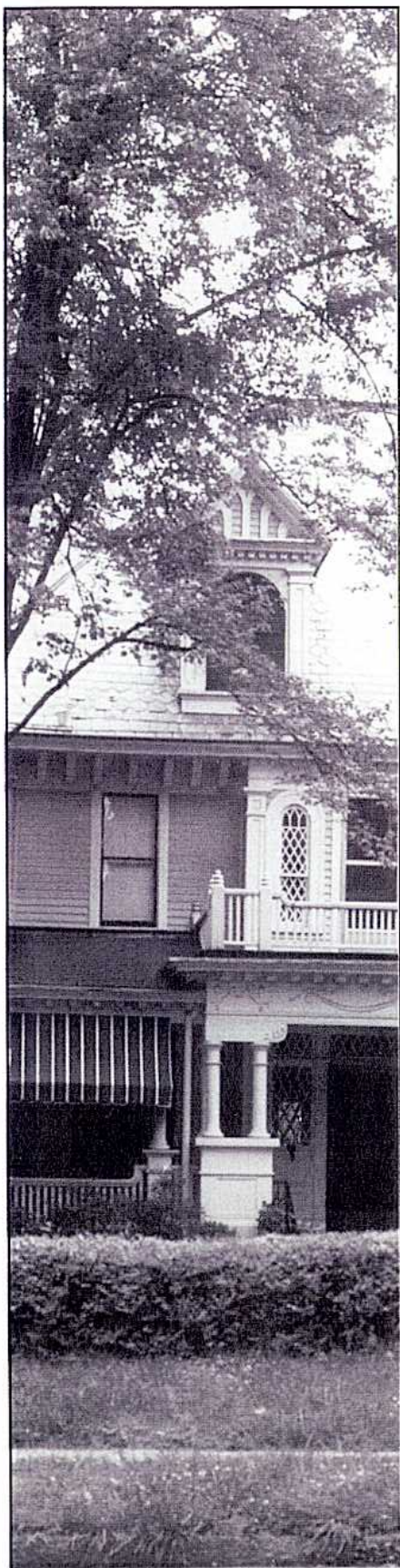
- (a) Fences constructed of any non-wood materials;
  - (b) Fences erected along the periphery of any parking area designed to accommodate more than three (3) cars; or
  - (c) Picket fences which are unpainted, or which are painted in a color other than white or the color of the house trim or body.
4. Wooden privacy fences in the rear yards as long as the following requirements are met:
  - (a) They do not exceed six feet in height and do not extend beyond the rear corner of the house;
  - (b) The style conforms to one of the approved styles shown in the Fences and Walls chapter of the Historic District Design Guidelines; and
  - (c) The fence can be left natural or can be stained to match the trim or body color of the house.

5. Pruning trees over 18" in circumference at 4 ½ feet above the ground which requires the assistance of a tree service, provided that on-site consultation with the city landscape manager and staff is held in advance.
6. Re-roofing a house with similar materials in a color pre-approved by the commission.
7. Chimney caps that are not visible from the street.
8. Installing gutters and downspouts painted to match the house or trim color, as long as no significant architectural features are damaged or removed.
9. Removing non-original materials (less than 50 years old) including substitute siding.
10. Window air conditioning units when located on a side or rear elevation. Installation of central air conditioning units on a side of a structure not facing a public street, which cannot be seen from the street or are screened from view with shrubbery or appropriate fencing.
11. Satellite dishes provided that they are a maximum of 18 inches in diameter, and they are placed on a rear elevation or screened from public view.
12. Normal size television and radio antennas (citizen band and ham operators shall require a certificate of appropriateness as provided for in Section 17.09, Appendix B, Zoning, in the City of Salisbury Code of Ordinances).
13. Storm doors with full-view glass with a baked enamel finish to match the trim of the house on entrances not facing a public right-of-way.
14. Storm or screen doors which are wooden and which are stained in natural wood color or painted in a color to match the house or trim.
15. Storm windows which have a painted or baked enamel finish (providing color matches window trim or is appropriate for the house).
16. When the City of Salisbury Director of Land Management and Development or his designee rules that a tree larger than 18 inches in diameter at 4½ feet above the ground is diseased or severely damaged, it can be removed and shall be replaced with a similar type plant material contained on the plant list of the Design Guidelines.
17. Renewal for an additional six-month period of an expired certificate of appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved.

### **Minor Work Projects Approved by Minor Works Committee**

18. Signage that is in the appropriate location, made of the correct materials, is consistent with these design guidelines, and is compliant with the Zoning Ordinance.
19. Painting previously painted surfaces in a color and paint scheme that is appropriate to the building and meets design guidelines for Paint and Exterior Color.
20. Erection, alteration, or removal of temporary features that are necessary to ease difficulties associated with a medical condition, or temporary features associated with construction or repairs, but which do not permanently alter exterior features.

21. A house identification sign which (a) contains the name of the house and/or year built, (b) is compatible in color, material, and location to the house, (c) does not exceed three square feet in area, and (d) is in compliance with the city sign ordinance.
22. Patios constructed of common stone or red brick, and bricked in areas on the side or rear of the structure at ground level and not abutting a right-of-way, when the height does not exceed six inches above adjacent ground level.
23. Sidewalks constructed with old-style brick.
24. Re-roofing a house with similar materials in a color different from those pre-approved by the commission, but appropriate to the house.
25. Chimney caps that are visible from the street.
26. Replacing awnings with a different color material, provided there is no change to the original placement or configuration of the frame.
27. Roof and basement ventilators (only if the roof vents are on the back slopes).
28. Low-profile shingled ridge vents, provided that they match the existing roof color, and they do not diminish the original design of the roof or destroy historic roofing materials and details.
29. Communication facilities and satellite dishes provided that they located in an inconspicuous area or are effectively screened and not visible from a public street.
30. Roof-mounted solar panels, provided they are located on back slopes or inconspicuous areas.
31. Projects that have documentation of approval from the North Carolina State Historic Preservation Office for Historic Preservation Tax Credits.



### Secretary of the Interior's Standards

In addition to adopting its own design guidelines, the Historic Preservation Commission has adopted the United States Secretary of the Interior's Standards for Rehabilitation for use in determining the appropriateness of proposed work in the historic district. These ten national standards for rehabilitation were first developed in 1976 by the National Park Service. The 1992 revised version follows:

- 1 A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- 2 The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- 3 Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
- 4 Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- 5 Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- 6 Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- 7 Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- 8 Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9 New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- 10 New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The purpose of this document is to provide a comprehensive overview of the project's goals, objectives, and scope. It is intended to serve as a reference for all stakeholders involved in the project, ensuring that everyone is aligned with the same vision and understanding of the work ahead.

The project is a multi-phase endeavor that will involve a variety of tasks and activities. The primary focus is on the development and implementation of a new system that will streamline our operations and improve our efficiency. This will be achieved through a combination of technical innovation and strategic planning.

The project team is composed of individuals with diverse backgrounds and expertise, all of whom are committed to the success of the project. We will be working closely with our clients and partners throughout the process, ensuring that their needs and expectations are met at every stage.

The project is expected to be completed within a defined timeline, with regular progress reports and communication to keep all stakeholders informed. We are confident that the project will be a success, and we look forward to the positive impact it will have on our organization.

